



560 First Avenue, New York, NY 10016
Cable Address: NYUMEDIC

Finance Division

August 9, 1993

Council for Tobacco Research
900 Third Avenue
New York, NY 10022

Dear Sir/Madam:

We are currently updating our files with the latest Guidelines and Policies Governing Grants/Contracts which have been awarded to our institution. Please provide us with your most recent Policies/Guidelines with specific reference to the expenditures of funds and the preparation of financial reports or other reports as needed by your organization. Please forward this information to:

Kamal Jagroo
Office of Restricted Funds Accounting
New York University Medical Center
550 First Avenue, Kips Bay SC 2
New York, NY 10016

We appreciate your help in this matter since this information will greatly assist us in the preparation of our financial reports. Should you have any questions, please call me at (212) 263-6744.

Sincerely,

A handwritten signature in cursive script that reads "Kamal Jagroo".

Kamal Jagroo
Supervisor
Restricted Funds Accounting

KJ:mt
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